

#### **1.5.14.1 BEST PRACTICES - Incentive: 1% of Total State General Funds**

##### *Rationale*

To ensure best practices permeate the entire system of care, all board members and employees of Regional Mental Health and Mental Retardation Boards shall receive a best practices orientation. The orientation will help ensure that all activities of the organization are contributing to a best practices culture, which will result in positive outcomes for individuals served and supported by the organization.

##### *Requirement:*

By March 31, 2007 the Regional Mental Health and Mental Retardation Board shall ensure that all new hires and all newly appointed members of the Board of Directors of the Regional Mental Health and Mental Retardation Board receive a best practices orientation that includes the required list of topics provided by the Department.

A sample electronic reporting form can be found in the Guidelines for Best Practice Orientation.

##### *Indicator:*

No less than 98% of new hires within six (6) months of hire date and 100% of newly appointed members to the Board of Directors have received the orientation by March 31, 2007.

##### *Documentation:*

The Regional Mental Health and Mental Retardation Board shall submit:

(1) A report listing all newly hired W-2 reportable employees, to include the following information: employee name, hire date, termination date (if applicable), and date best practices orientation is completed; and

Documentation of completion of orientation for all newly appointed Board members, to include the following: member name, date of appointment to Board, date term expires, and date of best practice orientation.

##### *Incentive Breakdown:*

50% of the 1% incentive:

At least 80% of new hires oriented within six months

At least 80%% of newly appointed board members oriented

75% of the 1% incentive:

At least 90% of new hires oriented within six months

At least 90%% of newly appointed board members oriented

100% of the 1% incentive:

At least 98% of new hires oriented within six months

100% of newly appointed board members oriented

**Below 80% oriented= 0% of incentive**

**Contact Person for Questions:** [Vestena.Robbins@ky.gov](mailto:Vestena.Robbins@ky.gov) (502-564-4860)

**Please submit Final Reports to:** [Dottie.Crocker@ky.gov](mailto:Dottie.Crocker@ky.gov) (502-564-4860)